

MINUTES OF THE FINANCE AND HUMAN RESOURCES COMMITTEE MEETING HELD AT THE GREENFIELD CITY HALL ON WEDNESDAY, DECEMBER 14, 2016

1. The meeting was called to order by Ald. Saryan at 6:30 P.M.

Roll Call:	Ald. Saryan	Present
	Ald. Kastner	Present
	Ald. Bailey	Present

Also Present: Paula Schafer, Finance Director
William Wingo, Director of Human Resources
Jennifer Goergen, City Clerk
Darren Rausch, Health Director
Jon Cohn, Fire Chief

Excused: Mayor Neitzke

2. Approval of the November 30, 2016 Finance and Human Resources Committee minutes Approve 11/30/16 minutes

It was moved by Ald. Bailey, seconded by Ald. Kastner, to approve the November 30, 2016 Finance and Human Resources Committee minutes, as presented. The motion carried unanimously.

3. Discussion and decision regarding renewing the City's insurance package with the League of Wisconsin Municipalities Mutual Insurance (LWMMI) for 2017 through R&R Insurance: liability with the League of Wisconsin Municipalities, property and boiler and machinery with Chubb, workers compensation with United Heartland, crime and public officials with CNA Surety, and storage tanks with Nautilus; and authorize the Mayor to sign paperwork for the self-insured retention and terrorism risk insurance (Nautilus and Chubb) (J. Goergen)

Ms. Goergen said the League's goal is to continue keeping rate factors stable and to broaden coverage where appropriate (drones and cyber liability/data compromise, etc.). She provided a comparison of package pricing from 2016 to 2017, along with a proposal of coverage summary. A higher mod factor for worker's compensation resulted in an increased premium of \$61,500, driven by the 2013 policy results still on the books for one more year. Other package increases were for auto physical damage, public officials liability, vehicle appraisals, crime, and the addition of the Konkel Park Amphitheater.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve renewing the City's insurance package with the League of Wisconsin Municipalities Mutual Insurance (LWMMI) for 2017 through R&R Insurance: liability with the League of Wisconsin Municipalities, property and boiler and machinery

Approve City's insurance package renewal for 2017
COUNCIL

with Chubb, workers compensation with United Heartland, crime and public officials with CNA Surety, and storage tanks with Nautilus; and authorize the Mayor to sign paperwork for the self-insured retention and terrorism risk insurance. The motion carried unanimously.

4. Discussion and decision related to Tattooing and Body Art Terms of Agreement for Greenfield Health Department with the Wisconsin Department of Safety and Professional Services (D. Rausch)

Mr. Rausch said this is a continuation of a contract agreement that we have had in the past. However, the reporting agency at the state has changed from the Department of Health Services to the Department of Safety and Professional Services necessitating a new contract. There are 3 tattoo and body piercing establishments in the City, which have been inspected by the City since 2009 when they took that duty over from the state. Local inspection ensures that the facilities are inspected regularly once a year and upon any complaint.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a Tattooing and Body Art Terms of Agreement for Greenfield Health Department with the Wisconsin Department of Safety and Professional Services. The motion carried unanimously.

Approve Tattoo/
Body Art Agreement
with the State of WI
COUNCIL

5. Discussion and decision to approve a Grant Agreement entered into by and between the Bureau of Transportation Safety, Wisconsin Department of Transportation, and the Greenfield Health Department (D. Rausch)

Mr. Rausch said this is known as the 'car seat' grant. Many Health Departments in the area have received this grant in the past. It provides low cost or at no cost car seats for income eligible individuals. The City's demographics have reached the level where we now qualify for this grant.

The City has been awarded \$7,500 for 2017 to provide the car seats. The income guidelines to be followed are the federal poverty guidelines, which are also used by the WIC program. This grant is in partnership with the Fire and Health Departments. The Fire Department has 3 staff who are trained to do installations. Grant money will be used to purchase the car seats for low income families. The grant requires an in-kind match, which will be met through the use of Health Department personnel time.

Ald. Kastner asked where we buy the car seats. Mr. Rausch said guidelines require the purchase of American made car seats. He mentioned that children are in car seats through age 8.

Ald. Saryan asked how does the Health Department decide who gets the car seats. Mr. Rausch replied eligibility will be determined by screening in conjunction with the WIC Program. Then they will be referred to Battalion Chief Weber to arrange an installation date.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a Grant Agreement entered into by and between the Bureau of Transportation Safety, Wisconsin Department of Transportation, and the Greenfield Health Department for car seats. The motion carried unanimously.

Approve car seat
grant agreement
COUNCIL

6. Discussion and decision to approve the fee schedule for Emergency Medical Services for 2017 (J. Cohn)

Chief Cohn said this an annual item where medical rates are adjusted for when the Fire Department treats or transports a patient. The Milwaukee County Association of Fire Chiefs has agreed to a uniform fee schedule. The Medicare Commodities Consumer Price Index is used, and all rates except two have been adjusted for 2017 by 2.1%.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the fee schedule for Emergency Medical Services for 2017. The motion carried unanimously.

Approve 2017 fees
Emergency Medical
COUNCIL

7. Discussion and decision to approve contract with EMS Medical Billing Associates, LLC for a three-year term beginning January 2017 (J. Cohn)

Chief Cohn said this is a 3-year contract, with an option for a fourth year extension. The City has been with this company since 2010. He recommends approval.

It was moved by Ald. Kastner, seconded by Ald. Bailey to approve contract with EMS Medical Billing Associates, LLC for a three-year term beginning January 2017. The motion carried unanimously.

EMS Medical
Billing contract
renewal
COUNCIL

8. Discussion and decision to approve a resolution to set the salaries and benefits of Non-Represented and Command Staff employees of the City for 2017 (W. Wingo)

Mr. Wingo said for 2017 all job classifications have received a 2% increase as of 1/9/17, the four decimal points of hourly wages will now be shown as two decimals, job titles have been corrected, a pay range of \$16-\$21 was created for the P/T Fire Marshall, and the Fire and Police Chief ranges have been revised reflecting the 2% increase.

We now charge \$3/day for employees using company vehicles. Our accountants have recommended going to an imputed tax method of calculations for personal use of company vehicles. That does not apply for fire and police. The vacation carryover and sick leave allowance provisions have been clarified. The Assistant Superintendent of Public Works position has been added regarding safety equipment. Titles have been updated under training. Finally, Human Resources will be involved in determining the job relatedness of educational reimbursement.

It was moved by Ald. Kastner, seconded by Ald. Saryan, to approve a resolution to set the salaries and benefits of Non-Represented and Command Staff employees of the City for 2017. The motion carried unanimously.

Approve 2017 Non-Rep. salary resolution
COUNCIL

9. Discussion and decision to approve a resolution setting the salaries and benefits of the City Attorney and City Prosecutor for 2017 (W. Wingo)

Mr. Wingo said the City Attorney position will receive a 2% increase as of 1/9/17. The City Prosecutor salary remains as is.

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve a resolution setting the salaries and benefits of the City Attorney and City Prosecutor for 2017. The motion carried unanimously.

Approve 2017 City Attorney/ Prosecutor salary
COUNCIL

Item #10 to be discussed after closed session.

10. Discussion and decision to approve an ordinance repealing Ordinance No. 2766 and creating an ordinance regarding the salaries and expense allowances of the Mayor and Alderpersons (W. Wingo)

It was moved by Ald. Saryan, seconded by Ald. Kastner, to approve an ordinance repealing Ordinance No. 2766 and creating an ordinance regarding the salaries and expense allowances of the Mayor and Alderpersons, with changes, as discussed. On a roll call vote, the motion carried with Ald. Kastner and Saryan voting aye, and Ald. Bailey voting no.

Approve Ordinance regarding salaries/ expense allowances of Mayor/Alderperson
COUNCIL

11. Approval of schedules of disbursements in the amount of \$1,315,863.51

It was moved by Ald. Kastner, seconded by Ald. Bailey, to approve the following schedules of disbursements:

Approve disbursements
COUNCIL

<u>AP CHECKS</u>	<u>11/23/16</u>	<u>AP CHECKS</u>	<u>12/2/16</u>
Total	\$ 442,547.74	Total	\$ 183,581.78

<u>WIRE TRANSFERS #1 NOVEMBER 2016</u>	
Total	\$ 91,511.25

<u>WIRE TRANSFERS #2 NOVEMBER 2016</u>	
Total	\$ 533,437.26

<u>P-CARDS NOVEMBER 2016 STATEMENT 11/9/16</u>	
Total	\$ 64,785.48

The motion carried unanimously.

12. Approval of mileage reimbursements in the amount of \$952.92

It was moved by Ald. Bailey, seconded by Ald. Kastner, to approve mileage reimbursements in the amount of \$952.92. The motion carried unanimously.

Approve mileage
COUNCIL

13. Other topics for future agendas

Ms. Schafer asked if the regularly scheduled meeting of December 28th will be held. The Committee decided to keep the meeting scheduled.

14. It was moved by Ald. Kastner, seconded by Ald. Bailey, for the Committee to go into closed session, pursuant to Wisconsin Statutes, Section 19.85(1)(c) and (e) at 7:02 p.m. to consider the following:

Closed Session

- a. Discussion of specific personnel problems as related to Personnel matters (W. Wingo)
- b. Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (wages, insurance, or investing of public funds) (W. Wingo)

On a roll call vote, the motion carried unanimously.

15. It was moved by Ald. Kastner, seconded by Ald. Saryan, to adjourn the closed session and reconvene into open session at 8:11 p.m. The motion carried unanimously.

Reconvene

16. Decision of specific personnel problems as related to personnel matters

No action necessary.

17. Decision regarding deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (wages, insurance, or investing of public funds)

It was moved by Ald. Kastner, seconded by Ald. Bailey, for the Director of Human Resources to proceed, as directed. The motion carried unanimously.

At this time, Item #10 was discussed.

18. It was moved by Ald. Bailey, seconded by Ald. Kastner, to adjourn the meeting at 8:12 P.M. The motion carried unanimously.

Adjourn

Distributed: 12/15/16

Respectfully submitted,
Joanne Waite, Human Resources Coordinator